

National Fire Academy Criteria for Contract Instructor Selection

Course: **Emergency Resource Deployment Planning Standards of Cover (R0492)**

Curriculum: Planning and Information Management Curriculum

The purpose of this six-day course is to provide fire, EMS, and allied professional chief officers' and designated standards of cover staff with a framework and the knowledge, skills and tools to develop an SOC for their community's fire organization.

The goal of this course is for the participant to develop a comprehensive SOC framework for a community's fire organization.

Course Objectives — The students will be able to:

- Develop a process for creating a community SOC.
- Describe the process for and components of evaluating community expectations, risk assessment and performance measures.
- Apply the results from stakeholders' expectations, the components of SOC, performance measures and risk assessment for performance improvement.
- Perform a critical task analysis.
- Demonstrate how National Fire Incident Reporting System data are used during the risk assessment process.
- Access and apply Geographic Information System and NFIRS data during the risk assessment process.
- Select and apply data analysis tool techniques that are appropriate for the creation of risk assessment, deployment analysis and performance measurement.
- Compile and develop the quantitative components needed for an SOC.
- Compile and develop the predictive components needed for an SOC.
- Select, use and apply data analysis tools and techniques appropriate to the creation of risk assessment, deployment analysis and performance measurement.
- Use NFIRS and common data analysis tools to evaluate an organization's abilities to mitigate and respond to risk (plan, mitigate, respond and recover).
- Develop a template for SOC that addresses acceptable community risk.

Criteria for Contract Instructor Selection

Academic Requirement

All new instructors shall be evaluated in three consecutive course deliveries in accordance with the National Fire Academy Contract Instructor Evaluation criteria. Existing contract instructors are subject to evaluation in accordance with this process.

Note: Three categories of instructors will be utilized to teach the R0492 *Emergency Resource Deployment Planning Standards of Cover* class: Primary Instructor, Standards of Cover Instructor, and Geographic Information System Instructor.

Primary Course Instructor

The Primary Instructor will be responsible for knowledge of practices related to the course materials and delivery, overall class management and conduct, exhibiting expert knowledge of content related to the Microsoft Office Suite, the most current versions of Excel (Excel 10 and advanced applications), data analysis and statistics, and the Applied Strategic Planning Model. This Instructor will manage course activities, evaluative elements related to rubrics and student grading, and the reporting of final grades. The Primary Instructor will demonstrate a commitment to students and student learning through the use of appropriate technology, collaboration with other instructors and integration of student contributions through inquiry, dialogue and application to ensure and sustain a classroom learning environment.

Content delivery related to the following objectives:

- Access and work with GIS and NFIRS data during the risk assessment process.
- Select, use and apply data analysis tools techniques appropriate to the creation of risk assessment, deployment analysis and performance measurement.
- Compile and develop the quantitative components needed for an SOC.
- Compile and develop the predictive components needed for an SOC.
- Perform a critical task analysis.
- Explain how NFIRS data are used during the risk assessment process.
- Access and apply GIS and NFIRS data during the risk assessment process.
- Evaluate the template for SOC that addresses community needs.

Criteria for Contract Instructor Selection

Academic Requirement

Preferred

Master's degree in applied science or content-related area; documented completion of an instructional methodology course; and expert knowledge of Microsoft Office Suite including Excel, MapPoint, Street and Trips, and the University Associates Model for Strategic Planning. Also, proficiency with NFIRS data and the SOC tools and process.

Minimum

Bachelor's degree in applied science or content-related area; documented completion of an instructional methodology course; and expert knowledge of Microsoft Office Suite including Excel, MapPoint, Street and Trips, and the University Associates Model for Strategic Planning. Also, proficiency with NFIRS data and the SOC tools and process.

Instructional Experience

Documented successful facilitation of student-centered adult learning for public/private administration and management level emergency service audiences and demonstrated ability to guide discussions utilizing existing or created instructional material to ensure course learning objectives are achieved. Experience presenting concepts and standards utilized in fire/EMS/public safety administrative and programmatic decision-making courses.

Demonstrated experience in design and development of curriculum materials, in presenting data based programs, and discussing computer network systems for suitability and sustainability analysis and operation for the emergency service sector.

Provide a list of the most recent topics and dates of your presentations at national conferences and/or regional and state training venues. Identify what organization sponsored the event.

Knowledge and Experience in Subject Area

Résumé indicating level and extent of responsibility and authority, include two references. If you have documented success developing and instructing online Web-based distance learning data analysis and statistical applications for fire/EMS/public safety, please include that information.

Additional Submittal

Author a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or this specific course.

Continuing Practice or Education

The ability to maintain currency in the field and specific course by meeting **at least one** of the following criteria:

1. Teaching a similar course at the college, state or regional level.
2. Teaching the course at the National Fire Academy or in the field within the past two years.
3. Writing a research paper or article related to the course topic for at least one of the fire service or related discipline's trade journals within the past two years.

Failure to provide approved documentation of ongoing practices or education may result in revocation of the contract instructor status.

Standards of Cover Instructor

The Standards of Cover Instructor has responsibility for leading instruction and demonstrations focused on elements, components and process used to develop an SOC. This Instructor has expert knowledge of SOC assessment processes including definition, identification and application of community risk and risk assessment, core performance measures and standards, stakeholder expectations, establishment of performance measures, and the tools and methodologies used to support the SOC development within the strategic planning framework. The SOC Instructor will demonstrate a commitment to students and student learning through the use of appropriate technology, collaboration with other instructors and integration of student contributions through inquiry, dialogue and application to ensure and sustain a classroom learning environment.

Content delivery related to the following objectives:

- Develop a template for SOC that addresses community needs.
- Explain the process for creating a community SOC.
- Explain the relationship between stakeholder's expectations, the components of an SOC, performance measures and risk assessment.
- Apply the results from stakeholders' expectations, the components of SOC, performance measures and risk assessment for performance improvement.
- Interpret, document and incorporate community expectations in terms of performance and outcome measures for inclusion in an SOC.
- Explain how NFIRS data are used during the risk assessment process.
- Access and apply GIS and NFIRS data during the risk assessment process.
- Evaluate the template for SOC that addresses community needs.

Criteria for Contract Instructor Selection

Academic Requirement

Preferred

Master's degree in applied science or content-related area; documented completion of an instructional methodology course; expert knowledge of the University Associates Model for Strategic Planning, the role of Center for Public Safety Excellence/Commission on Fire Accreditation International in supporting self-assessment to improve service delivery, the process and tools used to evaluate current deployment, risk assessment, and historic and current performance measures; and proficiency with NFIRS and other emergency service data analysis tools.

Minimum

Bachelor's degree in applied science or content-related area; documented completion of an instructional methodology course; expert knowledge of the University Associates Model for Strategic Planning, the role of CPSE/CFAI in supporting self-assessment to improve service delivery, the process and tools used to evaluate current deployment, risk assessment, and historic and current performance measures; and proficiency with NFIRS and other emergency service data analysis tools.

OR

Professional credentials and evidence of personal and professional growth supporting your expert level knowledge, skills and abilities; documentation demonstrating delivery of SOC instructional courses for adult learners; and experience presenting strategic business modeling for emergency services and/or the Associates Strategic Planning Model.

Instructional Experience

Documented successful facilitation of student-centered adult learning for public/private administration and management level emergency service audiences and demonstrated ability to guide discussions utilizing existing or created instructional material to ensure course learning objectives are achieved. Experience presenting concepts and standards utilized in fire/EMS/public safety administrative and programmatic decision-making courses.

Demonstrated experience in design and development of curriculum materials, in presenting data based programs, and discussing computer network systems for suitability and sustainability analysis and operation of SOC for the emergency service sector.

Provide a list of the most recent topics and dates of your presentations at national conferences and/or regional and state training venues. Identify what organization sponsored the event.

Knowledge and Experience in Subject Area

Résumé indicating level and extent of responsibility and authority, include two references. If you have documented success developing and instructing online Web-based distance learning SOC applications for fire/EMS/public safety, please include that information.

Additional Submittal

Author a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or this specific course.

Continuing Practice or Education

The ability to maintain currency in the field and specific course by meeting **at least one** of the following criteria:

1. Teaching a similar course at the college, state or regional level.
2. Teaching the course at the National Fire Academy or in the field within the past two years.
3. Writing a research paper or article related to the course topic for at least one of the fire service or related discipline's trade journals within the past two years.

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Geographic Information System Instructor

The GIS Instructor leads instruction and demonstrations which provide focus on integrating hardware, software and data for capturing, managing, analyzing and displaying information. This information enables students to visualize, interpret and understand data represented geographically.

The Instructor demonstrates a commitment to students and student learning through the use of appropriate technology, collaboration with other instructors, and integration of student contributions through inquiry, dialogue and application to ensure and sustain a classroom learning environment.

Content delivery related to the following objectives:

- Use the U.S. National Grid to read and plot coordinates on a map.
- Explain the concept of SOC as a geographic concept and translate NFIRS data for use in GIS allowing students to visualize, question, analyze, interpret and understand data that reveals relationships, patterns and trends.
- Select, use and apply GIS and data analysis tools and techniques appropriate to the creation of risk assessment, deployment analysis and performance measurement.
- Use NFIRS, EMS and/or other emergency service data analysis tools to evaluate an organization's abilities to mitigate and respond to risk (plan, mitigate, respond and recover).
- Calculate attributes summary and geographic statistics.
- Create integrative map products which support a fire organization's SOC.

Criteria for Contract Instructor Selection

Academic Requirement

Preferred

Master's degree in applied science or content-related area and documented completion of an instructional methodology course.

Minimum

Bachelor's degree in applied science or content-related area and documented completion of an instructional methodology course.

OR

Professional credentials supporting your expert level knowledge, skills, and abilities and documentation demonstrating delivery of GIS instructional courses for adult learners.

Instructional Experience

Documented successful facilitation of student-centered adult learning for public/private administration and management level emergency service audiences and demonstrated ability to guide discussions utilizing existing or created instructional material to ensure course learning objectives are achieved. Experience presenting concepts and standards utilized in fire/EMS/public safety administrative and programmatic decision-making courses.

Demonstrated experience in design and development of curriculum materials, in presenting data based programs, and discussing computer network systems for suitability and sustainability analysis and operation of GIS for the emergency service sector.

Provide a list of the most recent topics and dates of your presentations at national conferences and/or regional and state training venues. Identify what organization sponsored the event.

Knowledge and Experience in Subject Area

Public or private sector candidate must have expert professional knowledge of both GIS and SOC, the U.S. National Grid, spatial analysis including ArcGIS to chart descriptive statistics, Hotspot analysis, discrete rare analysis, use of raster data, and network analysis.

Demonstrated expert level knowledge of community all-hazard identification, risk management, analysis and decision-making processes used to facilitate fire/EMS/public safety sustainability/mitigation, preparedness, prevention, protection, response and recovery.

Current knowledge of state-of-the-art and recent case studies that defines the focus of future opportunities and barriers to implementing inter- and intra-agency Web GISs.

Current knowledge of legal issues, organizational behavioral trends and research expected to directly impact performance planning and risk reduction in emergency service sector in the next three years. Current knowledge will be demonstrated by authoring a one-page synopsis that directly relates issue/behavior/research to the GIS application.

Résumé indicating level and extent of responsibility and authority, include two references.

Additional Submittal

Author a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or this specific course.

If you have documented success developing and instructing online Web-based distance learning GIS applications for fire/EMS/public safety, please include that information.

Continuing Practice or Education

The ability to maintain currency in the field and specific course by meeting **at least one** of the following criteria:

1. Teaching a similar course at the college, state or regional level.
2. Teaching the course at the National Fire Academy or in the field within the past two years.
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